ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2011
State: NH

SSES Table 1 (Synar Survey Estimates and Sample Sizes)

CSAP-SYNAR REPORT

State	NH
Federal Fiscal Year (FFY)	2012
Date	12/1/2010 11:18
Data	SSES Data Entry 2010 B.xls
Analysis Option	Stratified SRS with FPC

Estimates

Unweighted Retailer Violation Rate	8.6%
Weighted Retailer Violation Rate	8.6%
Standard Error	1.3%
Is SAMHSA Precision Requirement met?	YES
Right-sided 95% Confidence Interval	[0.0%, 10.8%]
Two-sided 95% Confidence Interval	[6.0%, 11.2%]
Design Effect	1.0
Accuracy Rate (unweighted)	95.9%
Accuracy Rate (weighted)	95.9%
Completion Rate (unweighted)	96.3%

Sample Size for Current Year

Effective Sample Size	266
Target (Minimum) Sample Size	264
Original Sample Size	392
Eligible Sample Size	376
Final Sample Size	362
Overall Sampling Rate	20.9%

Table of Contents

INTRODUCTION

The Annual Synar Report (ASR) format provides the means for States to comply with the reporting provisions of the Public Health Service Act (42 U.S.C. 300x-26) and the Tobacco Regulation for the SAPT Block Grant (45 C.F.R. 96.130 (e)).

Public reporting burden for the collection of information is estimated to average 15 hours for Section I and 3 hours for Section II, including the time for reviewing instructions, completing and reviewing the collection of information, searching existing data sources, and gathering and maintaining the data needed. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to SAMHSA Reports Clearance Officer; Paperwork Reduction Project; 1 Choke Cherry Road, 7th Floor Rockville, Maryland 20857.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0222 with an expiration date of 05-31-2013.

How the Synar report helps the Center for Substance Abuse Prevention

In accordance with the tobacco regulations, States are required to provide detailed information on progress made in enforcing youth tobacco access laws (FFY 2010 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2011 Intended Use Plan). These data are required by 42 U.S.C. 300x-26 and will be used by the Secretary to evaluate State compliance with the statute. Part of the mission of the Center for Substance Abuse Prevention (CSAP) is to assist States[1] by supporting Synar activities and providing technical assistance helpful in determining the type of enforcement measures and control strategies that are most effective. This information is helpful to CSAP in improving technical assistance resources and expertise on enforcement efforts and tobacco control program support activities, including State Synar Program support services, through an enhanced technical assistance program involving conferences and workshops, development of training materials and guidance documents, and onsite technical assistance consultation.

How the Synar report can help States

The information gathered for the Synar report can help States describe and analyze substate needs for program enhancements. These data can also be used to report to the State legislature and other State and local organizations on progress made to date in enforcing youth tobacco access laws when aggregated statistical data from State Synar reports can demonstrate to the Secretary the national progress in reducing youth tobacco access problems. This information will also provide Congress with a better understanding of State progress in implementing Synar, including State difficulties and successes in enforcing retailer compliance with youth tobacco access laws.

---

[1] The term "State" is used to refer to all the States and territories required to comply with Synar as part of the Substance Abuse Prevention and Treatment Block Grant Program requirements (42 U.S.C. 300x-64 and 45 C.F.R. 96.121).

Getting assistance in completing the Synar report

If you have questions about programmatic issues, you may call CSAP's Division of State Programs at (240) 276-2413 and ask for your respective State Project Officer, or contact your State Project Officer directly by telephone or email using the directory provided in the FY 2011 Uniform Application, Appendix A. If you have questions about fiscal or grants management issues, you may call the Grants Management Officer, Office of Program Services, Division of Grants Management, at (240) 276-1422.

Where and when to submit the Synar report

The Annual Synar Report (ASR) must be received by SAMHSA no later than December 31, 2010. The ASR must be submitted in the **approved OMB report format.** Use of the approved format will avoid delays in the review and approval process. The chief executive officer (or an authorized designee) of the applicant organization must sign page 1 of the ASR certifying that the State has complied with all reporting requirements.

The State must upload one copy of the ASR using the online WebBGAS (Block Grant Application System). In addition, the following items must be uploaded to WebBGAS:

- FFY 2011 Synar Survey Results: States that use the Synar Survey Estimation System (SSES) must upload one copy of SSES Tables 1–5 (in Excel) to WebBGAS. States that do not use SSES must upload one copy of ASR Forms 1, 4, and 5, and Forms 2 and 3, if applicable, (in Excel) to WebBGAS.

- Synar Inspection Form: States must upload one blank copy of the inspection form used to record the result of each Synar inspection.

- Synar Inspection Protocol: States must upload a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections.

Each State SSA Director has been emailed a login ID and password to log onto the Synar section of the WebBGAS site.

Additionally, the State must submit one signed original of the report (including the signed Funding Agreements/Certifications), as well as one additional copy of the signed Funding Agreements/Certifications, to the Grants Management Officer at the address below:

Ms. Barbara Orlando
Grants Management Officer
Office of Program Services
Division of Grants Management
Substance Abuse and Mental Health Services Administration

Regular Mail:	**Overnight Mail:**
1 Choke Cherry Road, Rm.7-1091	1 Choke Cherry Road, Rm.7-1091
Rockville, Maryland 20857	Rockville, Maryland 20850

FFY 2011: FUNDING AGREEMENTS/CERTIFICATIONS

The following form must be signed by the Chief Executive Officer or an authorized designee and submitted with this application. Documentation authorizing a designee must be attached to the application.

PUBLIC HEALTH SERVICES ACT AND SYNAR AMMENDMENT
42 U.S.C. 300x-26 requires each State to submit an annual report of its progress in meeting the requirements of the Synar Amendment and its implementing regulation (45 C.F.R. 96.130) to the Secretary of the Department of Health and Human Services. By signing below, the chief executive officer (or an authorized designee) of the applicant organization certifies that the State has complied with these reporting requirements and the certifications as set forth below.
SYNAR SURVEY SAMPLING METHODOLOGY
The State certifies that the Synar survey sampling methodology on file with the Center for Substance Abuse Prevention and submitted with the Annual Synar Report for FFY 2011 is up-to-date and approved by the Center for Substance Abuse Prevention.
SYNAR SURVEY INSPECTION PROTOCOL
The State certifies that the Synar Survey Inspection Protocol on file with the Center for Substance Abuse Prevention and submitted with the Annual Synar Report for FFY 2011 is up-to-date and approved by the Center for Substance Abuse Prevention.
State: NH
Name of Chief Executive Officer or Designee: Nancy L. Rollins
Signature of CEO or Designee:
Title: Associated Commission, NH DHHS   **Date Signed:** 12/17/2010

If signed by a designee, a copy of the designation must be attached.

SECTION I: FFY 2010 (Compliance Progress)

YOUTH ACCESS LAWS, ACTIVITIES, AND ENFORCEMENT

42 U.S.C. 300x-26 requires the States to report information regarding the sale/distribution of tobacco products to individuals under age 18.

1. **Please indicate any changes or additions to the State tobacco statute(s) relating to youth access since the last reporting year. If any changes were made to the State law(s) since the last reporting year, please attach a photocopy of the law to the hard copy of the ASR and also upload a copy of the State law to WebBGAS.** *(see 42 U.S.C. 300x-26).*

   a. **Has there been a change in the *minimum sale age* for tobacco products?**

      ☐ **Yes** ☒ **No**

      *If **Yes,** current minimum age:* ☐ 19 ☐ 20 ☐ 21

   b. **Have there been any changes in State law that impact the State's *protocol for conducting Synar inspections?*** ☐ **Yes** ☒ **No**

      *If **Yes,** indicate change. (Check all that apply.)*

      ☐ Changed to require that law enforcement conduct inspections of tobacco outlets
      ☐ Changed to make it illegal for youth to possess, purchase or receive tobacco
      ☐ Changed to require ID to purchase tobacco
      ☐ Other change(s) *(Please describe.)* _____

   c. **Have there been any changes in the law concerning *vending machines?***

      ☐ **Yes** ☒ **No**

      *If **Yes,** indicate change. (Check all that apply.)*

      ☐ Total ban enacted
      ☐ Banned from location(s) accessible to youth
      ☐ Locking device or supervision required
      ☐ Other change(s) *(Please describe.)* _____

   d. **Have there been any changes in State law that impact the following?**

      Licensing of tobacco vendors ☐ **Yes** ☒ **No**
      Penalties for sales to minors ☐ **Yes** ☒ **No**

2. **Describe how the Annual Synar Report** *(see 45 C.F.R. 96.130(e))* **and the State Plan** *(see 42 U.S.C. 300x-51)* **were made public within the State prior to submission of the ASR.** *(Check all that apply.)*

   ☒ Placed on file for public review
   ☐ Posted on a State agency Web site *(Please provide exact Web address.)* _____

☐ Notice published in a newspaper or newsletter
☒ Public hearing
☒ Announced in a news release, a press conference, or discussed in a media interview
☒ Distributed for review as part of the SAPT Block Grant application process
☐ Distributed through the public library system
☐ Published in an annual register
☐ Other change(s) *(Please describe.)* _____

3. **Identify the following agency or agencies** *(see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).*

   a. **The State agency(ies)** *designated by the Governor for oversight of the Synar requirements:*

   NH Bureau of Drug and Alcohol Services _____

   Has this changed since last year's Annual Synar Report? ☐ **Yes**   ☒ **No**

   b. **The State agency(ies)** *responsible for conducting random, unannounced Synar inspections:*

   NH Division of Liqour Enforcement _____

   Has this changed since last year's Annual Synar Report? ☐ **Yes**   ☒ **No**

   c. **The State agency(ies)** *responsible for enforcing youth tobacco access law(s):*

   NH Division of Liqour Enforcement _____

   Has this changed since last year's Annual Synar Report? ☐ **Yes**   ☒ **No**

4. **Identify the State agency responsible for tobacco prevention activities (the agency that receives the Centers for Disease Control and Prevention's National Tobacco Control Program funding).**

   NH Tobacco Prevention and Control Program (NH TPCP) _____

   Has the responsible agency changed since last year's Annual Synar Report?

   ☐ **Yes**   ☒ **No**

   a. **Describe the coordination and collaboration that occur between the agency responsible for tobacco prevention and the agency responsible for oversight of the Synar requirements.** *(Check all that apply.)* **The two agencies**

   ☒ Are the same
   ☐ Have a formal written memorandum of agreement
   ☐ Have an informal partnership
   ☐ Conduct joint planning activities
   ☐ Combine resources
   ☐ Have other collaborative arrangement(s) *(Please describe.)* _____

5. **Please answer the following questions regarding the State's activities to enforce the youth access to tobacco law(s) in FFY 2010** *(see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130(e)).*

    a. **Which one of the following describes the enforcement of youth access to tobacco laws carried out in your State?** *(Check one category only.)*

      ☐ Enforcement is conducted exclusively by local law enforcement agencies.

      ☐ Enforcement is conducted exclusively by State agency(ies).

      ☒ Enforcement is conducted by both local *and* State agencies.

    b. **The following items concern penalties imposed for violations of youth access to tobacco laws by <u>LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES</u>. Please fill in the number requested. If State law does not allow for an item, please mark "NA" (not applicable). If a response for an item is unknown, please mark "UNK." The chart must be filled in completely.**

PENALTY	OWNERS	CLERKS	TOTAL
Number of <u>citations issued</u>	31	0	31
Number of <u>fines assessed</u>	Unk	Unk	Unk
Number of <u>permits/licenses suspended</u>	0		0
Number of <u>permits/licenses revoked</u>	0		0
Other *(Please describe.)*	0	0	0

    c. **Which one of the following best describes the level of enforcement of youth access to tobacco laws carried out in your State?** *(Check one category only.)*

      ☐ Enforcement is conducted only at those outlets randomly selected for the Synar survey.

      ☐ Enforcement is conducted only at a subset of outlets not randomly selected for the Synar survey.

      ☒ Enforcement is conducted at a combination of outlets randomly selected for the Synar survey and outlets not randomly selected for the Synar survey.

    d. **Did every tobacco outlet in the State receive at least one enforcement compliance check in the last year?**

      ☐ Yes

      ☒ No

    e. **What additional activities are conducted in your State to support enforcement and compliance with State tobacco access law(s)?** *(Check all that apply.)*

      ☒ Merchant education and/or training

      ☒ Incentives for merchants who are in compliance (e.g., nonenforcement compliance checks in which compliant retailers are given positive reinforcement and noncompliant retailers are warned about youth access laws)

      ☒ Community education regarding youth access laws

☐ Media use to publicize compliance inspection results

☒ Community mobilization to increase support for retailer compliance with youth access laws

☐ Other activities *(Please list.)* _____

Briefly describe all checked activities:

f. Are citations or warnings issued to retailers or clerks who sell tobacco to minors for inspections that are part of the Synar survey? ☒ **Yes** ☐ **No**

If "Yes" to 5f, please describe the State's procedure for minimizing risk of bias to the survey results from retailers alerting each other to the presence of the survey teams:

The time period for inspections (within SYNAR required timeframe) was expanded, and random inspections were conducted concurrently in multiple stratum to ensure that merchants were not able to alert each other.

g. Please describe the relationship between the State's Synar program and the Food and Drug Administration-funded enforcement program:

Currently in contact with FDA area representative, NH Tobacco Prevention and Control Program, and DLE about how to best leverage partnerships and resources for next FDA inspection grant.

SYNAR SURVEY METHODS AND RESULTS

The following questions pertain to the survey methodology and results of the Synar survey used by the State to meet the requirements of the Synar Regulation in FFY 2010 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

6. Has the sampling methodology changed from the previous year? ☐ **Yes** ☒ **No**

The State is required to have an approved up-to-date description of the Synar sampling methodology on file with CSAP. Please submit a copy of your Synar Survey Sampling Methodology (Appendix B). If the sampling methodology changed from the previous reporting year, these changes must be reflected in the methodology submitted.

7. Please answer the following questions regarding the State's annual random, unannounced inspections of tobacco outlets *(see 45 C.F.R. 96.130(d)(2)).*

a. Did the State use the optional Synar Survey Estimation System (SSES) to analyze the Synar survey data? ☒ **Yes** ☐ **No**

*If **Yes,** attach SSES summary tables 1, 2, 3, and 4 to the hard copy of the ASR and upload a copy of SSES tables 1–5 (in Excel) to WebBGAS. Then go to Question 8. If **No,** continue to Question 7b.*

b. **Report the weighted and unweighted Retailer Violation Rate (RVR) estimates, the standard error, accuracy rate (number of eligible outlets divided by the total number of sampled outlets), and completion rate (number of eligible outlets inspected divided by the total number of eligible outlets).**

Unweighted RVR _____

Weighted RVR _____

_____

Standard error (s.e.) of the (weighted) RVR _____

_____

Fill in the blanks to calculate the <u>right limit</u> of the right-sided 95% confidence interval.

_____	+	(1.645	×	_____)	=	_____
RVR Estimate	**plus**	**(1.645**	**times**	**Standard Error)**	**equals**	**Right Limit**

Accuracy rate _____

—

Completion rate _____

—

c. **Fill out Form 1 in Appendix A (Forms 1–5).** *(Required regardless of the sample design.)*

d. **How were the (weighted) RVR estimate and its standard error obtained?** *(Check the one that applies.)*

☐ Form 2 (Optional) in Appendix A (Forms 1–5) *(Attach completed Form 2.)*

☐ Other *(Please specify. Provide formulas and calculations or attach and explain the program code and output with description of all variable names.)*

```
[                                                                    ]
```

e. **If stratification was used, did any strata in the sample contain only one outlet or cluster this year?** ☐ Yes ☐ No ☐ No stratification

*If **Yes,** explain how this situation was dealt with in variance estimation.*

```
[                                                                    ]
```

f. **Was a cluster sample design used?** ☐ Yes ☐ No

*If **Yes,** fill out and attach Form 3 in Appendix A (Forms 1–5), and answer the following question.*

*If **No,** go to Question 7g.*

Were any certainty primary sampling units selected this year? ☐ Yes ☐ No

*If **Yes,** explain how the certainty clusters were dealt with in variance estimation.*

```
[                                                                    ]
```

g. **Report the following outlet sample sizes for the Synar survey.**

	Sample Size
Effective sample size (sample size needed to meet the SAMHSA precision requirement assuming simple random sampling)	
Target sample size (the product of the effective sample size and the design effect)	
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	
Eligible sample size (number of outlets found to be eligible in the sample)	
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	

h.   **Fill out Form 4 in Appendix A (Forms 1–5).**

8. **Did the State's Synar survey use a list frame?** ☒ **Yes** ☐ **No**

   *If **Yes,** answer the following questions about its coverage.*

   a.   **The calendar year of the latest frame coverage study:** <u>2010</u>

   b.   **Percent coverage from the latest frame coverage study:** <u>91%</u>

   c.   **Was a new study conducted in this reporting period?** ☒ **Yes** ☐ **No**

   *If **Yes,** please complete Appendix D (List Sampling Frame Coverage Study) and submit it with the Annual Synar Report.*

   d.   **The calendar year of the next coverage study planned:** <u>2013</u>

9.   **Has the Synar survey inspection protocol changed from the previous year?**

   ☐ **Yes**   ☒ **No**

The State is required to have an approved up-to-date description of the Synar inspection protocol on file with CSAP. Please submit a copy of your Synar Survey Inspection Protocol (Appendix C). If the inspection protocol changed from the previous year, these changes must be reflected in the protocol submitted.

   a._____**Provide the inspection period: From** <u>01/05/10</u> **to** <u>09/30/10</u>
                                                    MM/DD/YY MM/DD/YY

   b. **Provide the number of youth inspectors used in the current inspection year:**

   <u>27</u>

   NOTE: If the State uses SSES, please ensure that the number reported in 9b matches that reported in SSES Table 4, or explain any difference.

c. **Fill out and attach Form 5 in Appendix A (Forms 1–5).** *(Not required if the State used SSES to analyze the Synar survey data.)*

SECTION II: FFY 2011 (Intended Use):

Public law 42 U.S.C. 300x-26 of the Public Health Service Act and 45 C.F.R. 96.130 (e) (4, 5) require that the States provide information on future plans to ensure compliance with the Synar requirements to reduce youth tobacco access.

1. **In the upcoming year, does the State anticipate any changes in:**

   Synar sampling methodology ☐ **Yes** ☒ **No**
   Synar inspection protocol ☐ **Yes** ☒ **No**

   If changes are made in either the Synar sampling methodology or the Synar inspection protocol, the State is required to obtain approval from CSAP prior to implementation of the change and file an updated Synar Survey Sampling Methodology (Appendix B) or an updated Synar Survey Inspection Protocol (Appendix C), as appropriate.

2. **Please describe the State's plans to maintain and/or reduce the target rate for Synar inspections to be completed in FFY 2011. Include a brief description of plans for law enforcement efforts to enforce youth tobacco access laws, activities that support law enforcement efforts to enforce youth tobacco access laws, and any anticipated changes in youth tobacco access legislation or regulation in the State.**

   BDAS has concluded an MOU with DLE with the goal of surveying all tobacco outlets in the coming year. DLE will implement a new SYNAR compliant inspection form.. A partnership with NH TPCP and the FDA will be pursued to further enhance efforts.

3. **Describe any challenges the State faces in complying with the Synar regulation.** *(Check all that apply.)*

   ☒ Limited resources for law enforcement of youth access laws
   ☒ Limited resources for activities to support enforcement and compliance with youth tobacco access laws
   ☐ Limitations in the State youth tobacco access laws
   ☐ Limited public support for enforcement of youth tobacco access laws
   ☐ Limitations on completeness/accuracy of list of tobacco outlets
   ☒ Limited expertise in survey methodology
   ☐ Laws/regulations limiting the use of minors in tobacco inspections
   ☐ Difficulties recruiting youth inspectors
   ☒ Geographic, demographic, and logistical considerations in conducting inspections
   ☐ Cultural factors (e.g., language barriers, young people purchasing for their elders)
   ☐ Issues regarding sources of tobacco under tribal jurisdiction
   ☐ Other challenges *(Please list.)*_____

   Briefly describe all checked challenges and propose a plan for each, or indicate the State's need for technical assistance related to each relevant challenge.

Limited resources for law enforcement of youth access laws: NH continues to struggle with limited law enforcement resources for enforcing laws, but anticipates that new FDA funds can help provide a fulcrum for leveraging resources.

Limited resources for activities to support enforcement and compliance with youth tobacco access laws: Although this year's and next year's NH ASR report are on random number of outlets chosen according to Synar protocols, through our MOU with DLE we have been able to leverage additional resources from DLE to expand the number of outlets being checked. In 2012 we hope to check every tobacco retail outlet in the state.

Limited expertise in survey methodology: This is more to do with data capacity to effectively capture, record and provide analysis of compliance check results. One of the goals of a cooperative application for FDA compliance funds would be to leverage resources to address this need.

Geographic, demographic, and logistical considerations in conducting inspections:

Although NH is a small state in terms of size, it is geographically diverse with many small towns, roads, and isolated areas where it is sometimes difficult to locate tobacco retailers. BDAS will continue to work with DLE and the New Hampshire National Guard on improved mapping processes. Demographic considerations come into play in our larger cities, particularly in Manchester, where multiple minority languages are spoken. Fortunately the Manchester Health Department has addressed issues of reaching minority populations, and BDAS and DLE will work them to help minority population merchants and citizens understand and comply with youth tobacco access laws.

APPENDIX A: FORMS 1–5

FORM 1 (Required for all States not using the Synar Survey Estimation System (SSES) to analyze the Synar Survey data)

Complete Form 1 to report sampling frame and sample information and to calculate the unweighted retailer violation rate (RVR) using results from the current year's Synar survey inspections.

Instructions for Completing Form 1: In the top right-hand corner of the form, provide the State name and reporting Federal fiscal year (FFY 2011). Provide the remaining information by stratum if stratification was used. Make copies of the form if additional rows are needed to list all the strata.

Column 1: *If stratification was used*:

    1(a) Sequentially number each row.

    1(b) Write in the name of each stratum. All strata in the State must be listed.

    If no stratification was used:

    1(a) Leave blank.

    1(b) Write "State" in the first row (indicates that the whole State is a single stratum).

    Note for unstratified samples: For Columns 2–5, wherever the instruction refers to "each stratum," report the specified information for the State as a whole.

Column 2: 2(a) Report the number of over-the-counter (OTC) outlets in the sampling frame in each stratum.

           2(b) Report the number of vending machine (VM) outlets in the sampling frame in each stratum.

           2(c) Report the combined total of OTC and VM outlets in the sampling frame in each stratum.

Column 3: 3(a) Report the estimated number of eligible OTC outlets in the OTC outlet population in each stratum.

           3(b) Report the estimated number of eligible VM outlets in the VM outlet population in each stratum.

           3(c) Report the combined total estimated number of eligible OTC and VM outlets in the total outlet population in each stratum.

        The estimates for Column 3 can be obtained from the Synar survey sample as the weighted sum of eligible outlets by outlet type.

Column 4: 4(a) Report the number of eligible OTC outlets for which an inspection was completed, for each stratum.

           4(b) Report the numbers of eligible VM outlets for which an inspection was completed, for each stratum.

           4(c) Report the combined total of eligible OTC and VM outlets for which an inspection was completed, for each stratum.

Column 5: 5(a) Report the number of OTC outlets found in violation of the law as a result of completed inspections, for each stratum.

           5(b) Report the number of VM outlets found in violation of the law as a result of completed inspections, for each stratum.

           5(c) Report the combined total of OTC and VM outlets found in violation of the law as a result of completed inspections, for each stratum.

Totals: For each subcolumn (a–c) in Columns 2–5, provide totals for the State as a whole in the last row of the table. These numbers will be the sum of the numbers in each row for the respective column.

FORM 1 (Required for all States not using the Synar Survey Estimation System [SSES] to analyze the Synar Survey data.)

<table>
<tr>
<td colspan="14">Summary of Synar Inspection Results by Stratum

State: _____

FFY: <u>2011</u></td>
</tr>
<tr>
<td colspan="2">(1)</td>
<td colspan="3">(2)</td>
<td colspan="3">(3)</td>
<td colspan="3">(4)</td>
<td colspan="3">(5)</td>
</tr>
<tr>
<td colspan="2">STRATUM</td>
<td colspan="3">NUMBER OF OUTLETS IN SAMPLING FRAME</td>
<td colspan="3">ESTIMATED NUMBER OF ELIGIBLE OUTLETS IN POPULATION</td>
<td colspan="3">NUMBER OF OUTLETS INSPECTED</td>
<td colspan="3">NO. OF OUTLETS FOUND IN VIOLATION DURING INSPECTIONS</td>
</tr>
<tr>
<td>(a)
Row #</td>
<td>(b)
Stratum Name</td>
<td>(a)
Over-the-Counter
(OTC)</td>
<td>(b)
Vending Machines
(VM)</td>
<td>(c)
Total Outlets
(2a+2b)</td>
<td>(a)
Over-the-Counter
(OTC)</td>
<td>(b)
Vending Machines
(VM)</td>
<td>(c)
Total Outlets
(3a+3b)</td>
<td>(a)
Over-the-Counter
(OTC)</td>
<td>(b)
Vending Machines
(VM)</td>
<td>(c)
Total Outlets
(4a+4b)</td>
<td>(a)
Over-the-Counter
(OTC)</td>
<td>(b)
Vending Machines
(VM)</td>
<td>(c)
Total Outlets
(5a+5b)</td>
</tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

RECORD COLUMN TOTALS ON LAST LINE (LAST PAGE ONLY IF MULTIPLE PAGES ARE NEEDED).

FORM 2 (Optional)
Appropriate for stratified simple or systematic random sampling designs.

Complete Form 2 to calculate the weighted RVR. This table (in Excel form) is designed to calculate the weighted RVR for stratified simple or systematic random sampling designs, accounting for ineligible outlets and noncomplete inspections encountered during the annual Synar survey.

Instructions for Completing Form 2: In the top right-hand corner of the form, provide the State name and reporting Federal fiscal year (FFY 2011).

Column 1:   Write in the name of each stratum into which the sample was divided. These should match the strata reported in Column 1(b) of Form 1.

Column 2:   Report the number of outlets in the sampling frame in each stratum. These numbers should match the numbers reported for the respective strata in Column 2(c) of Form 1.

Column 3:   Report the original sample size (the number of outlets originally selected, *including* substitutes or replacements) for each stratum.

Column 4:   Report the number of sample outlets in each stratum that were found to be eligible during the inspections. Note that this number must be less than or equal to the number reported in Column 3 for the respective strata.

Column 5:   Report the number of eligible outlets in each stratum for which an inspection was completed. Note that this number must be less than or equal to the number reported in Column 4. These numbers should match the numbers reported in Column 4(c) of Form 1 for the respective strata.

Column 6:   Report the number of eligible outlets inspected in each stratum that were found in violation. These numbers should match the numbers reported in Column 5(c) of Form 1 for the stratum.

Column 7:   Form 2 (in Excel form) will automatically calculate the stratum RVR for each stratum in this column. This is calculated by dividing the number of inspected eligible outlets found in violation (Column 6) by the number of inspected eligible outlets (Column 5). The State unweighted RVR will be shown in the Total row of Column 7.

Column 8:   Form 2 (in Excel form) will automatically calculate the estimated number of eligible outlets in the population for each stratum. This calculation is made by multiplying the number of outlets in the sampling frame (Column 2) times the number of eligible outlets (Column 4) divided by the original sample size (Column 3). Note that these numbers will be less than or equal to the numbers in Column 2.

Column 9:   Form 2 (in Excel form) will automatically calculate the relative stratum weight by dividing the estimated number of eligible outlets in the population for each stratum in Column 8 by the Total of the values in Column 8.

Column 10:   Form 2 (in Excel form) will automatically calculate each stratum's contribution to the State weighted RVR by multiplying the stratum RVR (Column 7) by the relative stratum weight (Column 9). The weighted RVR for the State will be shown in the Total row of Column 10.

Column 11:   Form 2 (in Excel form) automatically calculates the standard error of each stratum's RVR (Column 7). The standard error for the State weighted RVR will be shown in the Total row of Column 11.

TOTAL: For Columns 2–6, Form 2 (in Excel form) provides totals for the State as a whole in the last row of the table. For Columns 7–11, it calculates the respective statistic for the State as a whole.

FORM 2 (Optional) Appropriate for stratified simple or systematic random sampling designs.

Calculation of Weighted Retailer Violation Rate										
									State:_____	
									FFY: 2011_____	
(1) Stratum Name	(2) **N** Number of Outlets in Sampling Frame	(3) **n** Original Sample Size	(4) **n1** Number of Sample Outlets Found Eligible	(5) **n2** Number of Outlets Inspected	(6) **x** Number of Outlets Found in Violation	(7) **p=x/n2** Stratum Retailer Violation Rate	(8) **N'=N(n1/n)** Estimated Number of Eligible Outlets in Population	(9) **w=N'/Total Column 8** Relative Stratum Weight	(10) **pw** Stratum Contribution to State Weighted RVR	(11) **s.e.** Standard Error of Stratum RVR
Total										

N   - number of outlets in sampling frame
n   - original sample size (number of outlets in the original sample)
n1 - number of sample outlets that were found to be eligible
n2 - number of eligible outlets that were inspected
x   - number of inspected outlets that were found in violation
p   - stratum retailer violation rate (p=x/n2)
N' - estimated number of eligible outlets in population (N'=N*n1/n)
w   - relative stratum weight (w=N'/Total Column 8)
pw - stratum contribution to the weighted RVR
s.e. - standard error of the stratum RVR

FORM 3 (Required when a cluster design is used for all States not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data.)

Complete Form 3 to report information about primary sampling units when a cluster design was used for the Synar survey.

Instructions for Completing Form 3: In the top right-hand corner of the form, provide the State name and reporting Federal fiscal year (FFY 2011).

Provide information by stratum if stratification was used. Make copies of the form if additional rows are needed to list all the strata.

Column 1:	Sequentially number each row.
Column 2:	*If stratification was used*: Write in the name of stratum. All strata in the State must be listed.
	If no stratification was used: Write "State" in the first row to indicate that the whole State constitutes a single stratum.
Column 3:	Report the number of primary sampling units (PSUs) (i.e., first-stage clusters) created for each stratum.
Column 4:	Report the number of PSUs selected in the original sample for each stratum.
Column 5:	Report the number of PSUs in the final sample for each stratum.
TOTALS:	For Columns 3–5, provide totals for the State as a whole in the last row of the table.

<table>
<tr><th colspan="5">Summary of Clusters Created and Sampled</th></tr>
<tr><td colspan="5" align="right">State: _____</td></tr>
<tr><td colspan="5" align="right">FFY: 2011</td></tr>
<tr>
<th>(1)
Row #</th>
<th>(2)
Stratum Name</th>
<th>(3)
Number of PSUs Created</th>
<th>(4)
Number of PSUs Selected</th>
<th>(5)
Number of PSUs in the Final Sample</th>
</tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2" align="right">**Total**</td><td></td><td></td><td></td></tr>
</table>

FORM 4 (Required for all States not using the Synar Survey Estimation System [SSES] to analyze the Synar Survey data)

Complete Form 4 to provide detailed tallies of ineligible sample outlets by reasons for ineligibility and detailed tallies of eligible sample outlets with noncomplete inspections by reasons for noncompletion.

Instructions for Completing Form 4: In the top right-hand corner of the form, provide the State name and reporting Federal fiscal year (FFY 2011).

Column 1(a):   Enter the number of sample outlets found ineligible for inspection by reason for ineligibility. Provide the total number of ineligible outlets in the row marked "Total."

Column 2(a):   Enter the number of eligible sample outlets with noncomplete inspections by reason for noncompletion. Provide the total number of eligible outlets with noncomplete inspections in the row marked "Total."

Inspection Tallies by Reason of Ineligibility or Noncompletion				
State: _____				
FFY: 2011				
(1) INELIGIBLE			**(2) ELIGIBLE**	
Reason for Ineligibility	**(a) Counts**	**Reason for Noncompletion**		**(a) Counts**
Out of business		In operation but closed at time of visit		
Does not sell tobacco products		Unsafe to access		
Inaccessible by youth		Presence of police		
Private club or private residence		Youth inspector knows salesperson		
Temporary closure		Moved to new location		
Unlocatable		Drive-thru only/youth inspector has no driver's license		
Wholesale only/Carton sale only		Tobacco out of stock		
Vending machine broken		Ran out of time		
Duplicate		Other noncompletion reason(s) *(Describe.)*		
Other ineligibility reason(s) *(Describe.)*				
Total		**Total**		

FORM 5 (Required for all States not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data)

Complete Form 5 to show the distribution of outlet inspection results by age and gender of the youth inspectors.

Instructions for Completing Form 5: In the top right-hand corner of the form, provide the State name and reporting Federal fiscal year (FFY 2011).

Column 1:   Enter the number of attempted buys by youth inspector age and gender.

Column 2:   Enter the number of successful buys by youth inspector age and gender.

If the inspectors are age eligible but the gender of the inspector is unknown, include those inspections in the "Other" row. Calculate subtotals for males and females in rows marked "Male Subtotal" and "Female Subtotal." Sum subtotals for Male, Female, and Other and record in the bottom row marked "Total." Verify that that the total of attempted buys and successful buys equals the total for Column 4(c) and Column 5(c), respectively, on Form 1. If the totals do not match, please explain any discrepancies.

Synar Survey Inspector Characteristics		
State:		
FFY: 2011		
	(1) Attempted Buys	(2) Successful Buys
Male		
15 years		
16 years		
17 years		
18 years		
Male Subtotal		
Female		
15 years		
16 years		
17 years		
18 years		
Female Subtotal		
Other		
Total		

APPENDIXES B & C: FORMS

<u>Instructions</u>

Appendix B (Sampling Design) and Appendix C (Inspection Protocol) are to reflect the State's CSAP-approved sampling design and inspection protocol. These appendixes, therefore, should generally describe the design and protocol and, with the exception of Question #10 of Appendix B, are not to be modified with year-specific information. Please note that any changes to either appendix must receive CSAP's advance, written approval. To facilitate the State's completion of this section, simply cut and paste the previously approved sampling design (Appendix B) and inspection protocol (Appendix C).

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: NH

FFY: 2011

1. **What type of sampling frame is used?**

   ☒ List frame *(Go to Question 2.)*

   ☐ Area frame *(Go to Question 3.)*

   ☐ List-assisted area frame *(Go to Question 2.)*

2. **List all sources of the list frame. Indicate the type of source from the list below. Provide a brief description of the frame source. Explain how the lists are updated (method), including how new outlets are identified and added to the frame. In addition, explain how often the lists are updated (cycle).** *(After completing this question, go to Question 4.)*

   Use the corresponding number to indicate **Type of Source** *in the table below.*

   1 – Statewide commercial business list   **4** – Statewide retail license/permit list
   2 – Local commercial business list   **5** – Statewide liquor license/permit list
   3 – Statewide tobacco license/permit list   **6** – Other

Name of Frame Source	Type of Source	Description	Updating Method and Cycle
NH Liquor Commission/Division of Liqour Enforcement	3	NH Liquor Commission/Division of Liquor Enforcement provides a list of establishments that sell tobacco products over-the counter and via vending machines.	Updated yearly by license application process.

3. **If an area frame is used, describe how area sampling units are defined and formed.**

   a. **Is any area left out in the formation of the area frame?** ☐ **Yes**   ☐ **No**

   If **Yes,** *what percentage of the State's population is not covered by the area frame?* _____%

4. **Federal regulation requires that vending machines be inspected as part of the Synar survey. Are vending machines included in the Synar survey?** ☐ **Yes**   ☐ **No**

   If **No,** *please indicate the reason they are not included in the Synar survey.*

   ☐ State law bans vending machines.

   ☐ State law bans vending machines from locations accessible to youth.

☐ State has SAMHSA approval to exempt vending machines from the survey.

☐ Other *(Please describe.)* _____

5. **Which category below best describes the sample design?** *(Check only one.)*

☐ **Census** *(STOP HERE: Appendix B is complete.)*

Unstratified statewide sample:

☐ Simple random sample *(Go to Question 9.)*

☐ Systematic random sample *(Go to Question 6.)*

☐ Single-stage cluster sample *(Go to Question 8.)*

☐ Multistage cluster sample *(Go to Question 8.)*

Stratified sample:

☒ Simple random sample *(Go to Question 7.)*

☐ Systematic random sample *(Go to Question 6.)*

☐ Single-stage cluster sample *(Go to Question 7.)*

☐ Multistage cluster sample *(Go to Question 7.)*

☐ **Other** *(Please describe and go to Question 9.)* _____

6. **Describe the systematic sampling methods.** *(After completing Question 6, go to Question 7 if stratification is used. Otherwise go to Question 9.)*

```
┌──────────────────────────────────────────────────────────────┐
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

7. **Provide the following information about stratification.**

   a. **Provide a full description of the strata that are created.**

   ```
   ┌───────────────────────────────────────────────────────────┐
   │                                                           │
   └───────────────────────────────────────────────────────────┘
   ```

   b. **Is clustering used within the stratified sample?**

   ☐ **Yes** *(Go to Question 8.)*

   ☒ **No** *(Go to Question 9.)*

8. **Provide the following information about clustering.**

   a. **Provide a full description of how clusters are formed.** *(If multistage clusters are used, give definitions of clusters at each stage.)*

   ```
   ┌───────────────────────────────────────────────────────────┐
   │                                                           │
   └───────────────────────────────────────────────────────────┘
   ```

   b. **Specify the sampling method (simple random, systematic, or probability proportional to size sampling) for each stage of sampling and describe how the method(s) is (are) implemented.**

   ```
   ┌───────────────────────────────────────────────────────────┐
   │                                                           │
   └───────────────────────────────────────────────────────────┘
   ```

9. **Provide the formulas for determining the effective, target, and original outlet sample sizes.**

   Effective sample size:

$$n_e = \frac{1}{\left(\dfrac{(s.e.)^2}{P(1-P)} + \dfrac{1}{N}\right)}.$$

where P is the expected violation rate, which is the previous year's RVR;
s.e is the standard error of the estimate for 3% margin of error for a one-sided
confidence interval and N is the total number of outlets in the sampling frame.

The target sample size (n_t) is the effective sample size multiplied by the design effect from the previous year's survey.

The original sample size is determined by:

$$n_o = (1+s)\frac{n_t}{r_l r_c},$$

where s is a safety margin of 30%, r_l is the eligibility rate from the previous year's survey, and r_c is the completion rate from the previous year's survey.

10. **Provide the following information about sample size calculations for the current FFY Synar survey.**

    a. **If the State uses the sample size formulas embedded in the Synar Survey Estimation System (SSES) Sample Size Calculator, please provide the following information:**

        Inputs for Effective Sample Size:
        RVR:
        Frame Size:

        Input for Target Sample Size:
        Design Effect:

        Inputs for Original Sample Size:
        Safety Margin:
        Accuracy (Eligibility) Rate:
        Completion Rate:

    b. **If the State does not use the sample size formulas embedded in the SSES Sample Size Calculator, please provide all inputs required to calculate the effective, target, and original sample sizes as indicated in Question 9.**

APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL

Note: Upload to WebBGAS a copy of the Synar inspection form under the heading "Synar Inspection Form" and a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections under the heading "Synar Inspection Protocol."

1. **How does the State Synar survey protocol address the following?**

   a. **Consummated buy attempts?**

   ☒ Required   ☐ Not permitted
   ☐ Permitted under specified circumstances   ☐ Not specified in protocol

   b. **Youth inspectors to carry ID?**

   ☒ Required   ☐ Not permitted
   ☐ Permitted under specified circumstances   ☐ Not specified in protocol

   c. **Adult inspectors to enter the outlet?**

   ☐ Required   ☐ Not permitted
   ☒ Permitted under specified circumstances   ☐ Not specified in protocol

   d. **Youth inspectors to be compensated?**

   ☒ Required   ☐ Not permitted
   ☐ Permitted under specified circumstances   ☐ Not specified in protocol

2. **Identify the agency(ies) or entity(ies) that actually conduct the random, unannounced Synar inspections of tobacco outlets.** *(Check all that apply.)*

   ☒ Law enforcement agency(ies)
   ☐ State or local government agency(ies) other than law enforcement
   ☐ Private contractor(s)
   ☐ Other

   List the agency name(s): _____

3. **Are Synar inspections combined with law enforcement efforts (i.e., do law enforcement representatives issue warnings or citations to retailers found in violation of the law at the time of the inspection?)?**

   ☐ Always   ☒ Usually   ☐ Sometimes   ☐ Rarely   ☐ Never

4. **Describe the methods used to recruit, select, and train youth inspectors and adult supervisors.**

> Youth inspectors are recruited from a pool previously vetted for age and appearance by DLE's Age Assessment Panel. Youth inspectors are trained in DLE compliance check protocols prior to compliance checks being performed, and are photographed on the day of the inspection.

5. **Are there specific legal or procedural requirements instituted by the State to address the issue of youth inspectors' immunity when conducting inspections?**

    a. **Legal**   ☒ Yes   ☐ No *(If Yes, please describe.)*

> DLE, as the state enforcement agency for youth tobacco access and other tobacco laws, is authorized by state statute to use youth inspectors for tobacco merchant compliance checks subject to approved procedures in the DLE Administrative and Operations Manual – Chapter 130A – Compliance Checks. Additional in 1999 the NH Office of the Attorney General issued a legal interpretation granting immunity to underage buyer participation in the SYNAR program when working with an adult supervisor.

    b. **Procedural**   ☒ Yes   ☐ No *(If Yes, please describe.)*

> DLE is empowed by state statute and approved protocols for consummated buys allow underage buyers to carry funds and a proper ID to attempt tobacco purchases, but not to engage in deceptive practices to complete purchase.

6. **Are there specific legal or procedural requirements instituted by the State to address the issue of the safety of youth inspectors during all aspects of the Synar inspection process?**

    a. **Legal**   ☐ Yes   ☒ No *(If Yes, please describe.)*

>

    b. **Procedural**   ☒ Yes   ☐ No *(If Yes, please describe.)*

> DLE policies advise that compliance checks are not conducted in situations where the youth inspector or the accompanying DLE field representative feel that it would not be safe to proceed with the inspection. The DLE field representative will also enter stores where they feel it necessary to provide additional safety for the compliance check procedure.

7. **Are there any other legal or procedural requirements the State has regarding how inspections are to be conducted (e.g., age of youth inspector, time of inspections, training that must occur)?**

    a. **Legal**   ☐ Yes   ☒ No *(If Yes, please describe.)*

>

    b. **Procedural**   ☒ Yes   ☐ No *(If Yes, please describe.)*

Underage buyer must be 15 to 17 years of age, and must be screened by the DLE Age Assessment Panel, which is composed of two enforcement officers, two merchant representatives and two parents. Those 15 years of age must have "permission to work" papers from their school district and parental permission. Those 16 or 17 years of age only need parental permission. All compliance checks must be conducted during daylight hours, but must not conflict with school requirements. DLE field inspectors must meet agency standards for compliance check protocols and safety.

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: NH

FFY: 2010

1. **Calendar year of the coverage study:** 2010

2. a. **Unweighted percent coverage found:** 91%
   b. **Weighted percent coverage found:** 93.75%
   c. **Number of outlets found through canvassing:** 158
   d. **Number of outlets matched on the list frame:** 144

3. a. **Describe how areas were defined.** *(e.g., census tracts, counties, etc.)*

   > Areas where defined using an approved protocol provided by JBS International that incorporated the delineation of municipalities in NH into "large" (cities with seven or more outlets, "medium"" (cities with four to six outlets), or "small" (cities with zero to three outlets). "Cities" are defined as any size municipality and "outlets" are defined as any retailer or establishment that is licensed to sell tobacco.

   b. **Were any areas of the State excluded from sampling?** ☐ **Yes** ☒ **No**

   *If **Yes,** please explain.*

4. **Please answer the following questions about the selection of canvassing areas.**

   a. **Which category below best describes the sample design?** *(Check only one.)*

   ☐ **Census** *(Go to Question 6.)*

   Unstratified Statewide sample:
   ☐ Simple random sample *(Respond to Part b.)*
   ☐ Systematic random sample *(Respond to Part b.)*
   ☐ Single-stage cluster sample *(Respond to Parts b and d.)*
   ☐ Multistage cluster sample *(Respond to Parts b and d.)*

   Stratified sample:
   ☒ Simple random sample *(Respond to Parts b and c.)*
   ☐ Systematic random sample *(Respond to Parts b and c.)*
   ☐ Single-stage cluster sample *(Respond to Parts b, c, and d.)*
   ☐ Multistage cluster sample *(Respond to Parts b, c, and d.)*
   ☐ **Other** *(Please describe and respond to Part b.)* _____

b. **Describe the sampling methods.**

> Sample of area contain 130 to 200 outlets to establish a target size of 133. In NH there are a total of 1479 outlets. "Large cities" have 1011 outlets, which account for 68% of the total. "Medium cities" have 235 outlets, which account for 16% of the total. "Small cities" have 233 outlets, which account for 16% of the total.

c. **Provide a full description of the strata that were created.**

> The sample size "Large Cities" was 90 outlets (.68 x 133 = 90)
>
> The sample size for "Medium Cities" was 22 outlets (.16 x 133 = 22)
>
> The sample size for "Small Cities" was 22 outlets (.16 x 133 = 22)
>
> For randomization a sequential, systematic random sampling method was used wherein all cities were listed within each strata with enough outlets to meet sample size, and every sixth city was selected in each strata. If a city had been canvassed in 2007, the nearest city on the list with the same number of outlets was chosen in its place.

d. **Provide a full description of how clusters were formed.**

>

5. **Were borders of the selected areas clearly identified at the time of canvassing?**
   ☒ **Yes** ☐ **No**

6. **Were all sampled areas visited by canvassing teams?**
   ☒ **Yes** *(Go to Question 8.)* ☐ **No** *(Respond to the following questions.)*

   a. **Was the subset of areas randomly chosen?**
   ☐ **Yes** ☐ **No**

   b. **Describe how the subsample of visited areas was drawn. Include the number of areas sampled and the number of areas canvassed.**

   >

7. **Were field observers provided with a detailed map of the canvassing areas?**
   ☒ **Yes** ☐ **No**

   If No, describe the canvassing instructions given to the field observers.

   >

8. **Were field observers instructed to find all outlets in the assigned area?**

$\boxtimes$ **Yes** $\quad\square$ **No**

*If **No,** respond to Question 11.*
*If **Yes,** describe any instructions given to the field observers to ensure the entire area was canvassed, then go to Question 12.*

> Canvassers started at major intersection in each area to be canvassed and were instructed to follow the compass points as much as possible, with attention to safety considerations, until all outlets (including minimum) were canvassed.

9. **If a full canvassing was not conducted:**

   a. **How many predetermined outlets were to be observed in each area? _____**

   b. **What were the starting points for each area? _____**

   c. **Were these starting points randomly chosen?** $\square$ **Yes** $\quad\square$ **No**

   d. **Describe the selection of the starting points.**

   >

   e. **Please describe the canvassing instructions given to the field observers, including predetermined routes.**

   >

10. **Describe the process field observers used to determine if an outlet sold tobacco.**

> Field observers could walk or drive through target canvas area to determine tobacco retailers. Visual confirmation was considered signage indicating tobacco sold at outlet.

11. **Please provide the State's definition of "matches" or "mismatches" to the Synar sampling frame? (i.e., address, business name, business license number, etc).**

> Mismatched was considered if outlet was not on list closed for business, no longer sold tobacco, or was doing business under a new name.

12. **Provide the calculation of the weighted percent coverage (if applicable).**

> Percentage of matched outlets in stratum times stratum's percentage of total outlets in state. All stratums added for weighte percentage coverage.